

REQUIREMENTS TO BECOME A LICENSED
AUCTION DEALER

1. Must have an established place of business (an enclosed structure or building) with adequate space to store vehicles (cannot be on sidewalks or in the streets).
2. Must have a business telephone listed in the business name and installed at the place of business which is listed on the application for license. **NO CELLULAR PHONES.** Must notify this Commission of any change of telephone number.
3. Must have a permanently affixed sign listing the trade name exactly as that for which a license is to be issued. The sign must be placed in front of the business and clearly visible from the street or roadway at a minimum of 16 square feet (4' x 4') and subject to all zoning laws. **MUST SUBMIT A PICTURE OF PERMANENT SIGN.**
4. Must comply with the local zoning laws. If located inside the city limits a city official must execute the zoning form. If located outside the city limits a Parish official must execute the zoning form. You will need to contact your local Police Jury or zoning commission for completion of this form.
5. Complete, sign and have notarized an Auction Dealer License application. **APPLICATION MUST BE COMPLETED AND RETURNED TO THIS OFFICE BY THE DEALER. APPLICATIONS WILL NOT BE ACCEPTED FROM INSURANCE COMPANIES OR TITLE COMPANIES.**
6. Complete, sign and have notarized a salesman application. There must be at least one licensed salesman at each location. Anyone who is selling must have a salesman license.
7. Remit the appropriate fees:

Auction	\$200.00
Salesman.....	25.00
Criminal Check (if applicable)...	35.00
8. Credit cards will not be accepted; cash, check, cashier's check or money order only.
9. Licenses are valid from date issued or January 1st whichever is later and will expire December 31st.
10. **PHYSICAL INSPECTION WILL BE CONDUCTED BEFORE LICENSE IS ISSUED.**

(6/07)